



## TRAVEL REQUEST FORM

---

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Member of the Following Committee \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Destination \_\_\_\_\_ Dates \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Purpose \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Committee \_\_\_\_\_ Approval \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_

Rationale for approval or denial of travel request \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that upon return I am to provide the Board a written trip report to receive travel reimbursement. The trip report will be distributed to Board members, and a copy will be kept in the SSAB library.

Signature \_\_\_\_\_ Date \_\_\_\_\_